



## Leave Administration Quick Reference Guide

The BEACON Attendance/Absence Types are used when coding time in the Employee Self-Service Portal, on a BEACON time sheet and in SAP. A/A types are available from a drop down on Time Entry screens of ESS and SAP. If you are not sure which A/A type to use during a given situation, please contact your agency's Time Administrator.

### BEACON Attendance/Absence (A/A) Types

A/A Types	Description	A/A Types	Description
9000	Approved leave	9517	On-Call
9200	Sick Leave	9540	Other Management Approved Leave
9300	Holiday Leave	9545	Adverse Weather
9400	Leave Without Pay	9550	Civil Leave – Jury Duty
9500	Time Worked	9560	Community Service Leave
9511	Remote Callback	9565	Community Service Tutoring
9512	Adverse Weather Make-Up	9570	Educational Leave
9514	Work During Emergency Closing	9620	Military Training Leave
9515	Travel Time 1X	9680	Worker's Comp Leave
9516	Callback	9685	Injury Leave

### Quota Types

Code	Description	Code	Description	Code	Description
10	Vacation Leave	22	Holiday Comp Time	65	CSL
15	Sick Leave	40	Holiday Leave	66	CSL - Tutoring
20	Overtime Comp Time	50	Bonus Leave	80	Received Shared Leave

### Transactions

Description	T-Code	Description	T-Code
Display Working Times	CATS_DA	Processing PTFMLA Event	PTFMLA
Display Timesheet	CAT3	Quota Overview	PT50
Display Time Data	PA51	Time Statement	ZNCTIME
Quota Corrections	PA61	Time Evaluation Results	PT66
Advanced Leave	PA61	Voluntary Shared Leave	PA61



All agencies may use up to two decimal places (1/100th increments) to record time. By adopting the smallest common increment, each agency will be able to manage time to the preferred level of granularity.

## BEACON Minutes/Decimals Conversion for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1

## For Assistance

1. Go to BEACON on line help at <http://help.mybeacon.nc.gov/beaconhelp/>
2. Use BEST Shared Service Center:
  - Phone: 919-707-0707  
1-866-NCBEST4U (outside Raleigh)
  - Fax: 919-855-6861
  - email: [best@ncosc.net](mailto:best@ncosc.net)